

STATE OF MONTANA  
DEPARTMENT OF PUBLIC HEALTH AND HUMAN SERVICES  
Quality Assurance Division

## STAFF INTERVIEW GUIDE

### Youth Group Home

Child Care Staff may be interviewed individually or in a small group, preferably without the Administrator present.

**1. Orientation and Training ARM 37.97.130(4), 37.97.501(4), 37.97.524(3)**

Have all **new** employees of the group home received a minimum of four (4) hours of orientation by the provider within the first week of employment regarding the organization, program and emergency procedures? Has each new employee been informed about mandatory reporting of child abuse and neglect? Have **all** employees received training from the provider on the provider's policies and the current status of residents?

Discussion: Ask the employees about their orientation and any ongoing training that they have received.

*Staff/Licensing Specialist's Comments:*

Compliance: Yes [ ] No [ ]

**2. Safety ARM 37.97.519**

Have staff been instructed on the home's procedure for evacuation in an emergency? Have staff been trained in the proper use of the fire extinguisher(s)? Is the training recorded with names and dates of training?

Discussion: Interview staff and ask them about the evacuation procedure and where it is posted. Ask about training in use of fire extinguisher(s). Also, ask if all exits are operable and unobstructed at all times.

*Staff/Licensing Specialist's Comments:*

Compliance: Yes [ ] No [ ]

**3. Transportation ARM 37.97.521**

Do all staff who are transporting residents have a valid Montana's driver's license?

Discussion: Ask to see the driver's license of each staff member who is transporting residents.

*Staff/Licensing Specialist's Comments:*

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Compliance: Yes [ ☐ ] No [ ☐ ]

**4. Guns and Ammunition ARM 37.97.522**

Are guns or ammunition kept in the group home?

Discussion: Ask staff if there are guns or ammunition in the home. Request that they be removed within twenty-four (24) hours.

*Staff/Licensing Specialist's Comments:*

Compliance: Yes [ ☐ ] No [ ☐ ]

**5. Supervision ARM 37.97.524(4),(5),(6),(7)**

Does the provider have staff/resident ratio of at least 1:8 at all times?

Discussion: Ask staff.

*Staff/Licensing Specialist's Comments:*

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Compliance: Yes [ ☐ ] No [ ☐ ]

**6. Qualifications ARM 37.97.132**

Are all child care staff at least eighteen (18) years of age? Of good moral character?

Discussion: If there is some question or doubt remaining about a staff person's age, ask to see proof of age. Have there been complaints about person's "moral character"?

*Staff/Licensing Specialist's Comments:*

Compliance: Yes [ ☐ ] No [ ☐ ]

**7. Discipline ARM 37.97.506(7)**

Have each staff member been given a copy of the home's discipline policy and do they understand it?

Discussion: Ask if they have received the house discipline policy and licensing requirements on discipline and the house rules. Do they clearly understand what is expected and the consequences? Do they know how to report an "incident"? Do they know how to discipline properly and feel comfortable doing it? What are the concerns of the staff, if any, related to discipline?

*Staff/Licensing Specialist's Comments:*

Compliance: Yes [ ☐ ] No [ ☐ ]

At closure of the staff interview(s), ask the staff if they have anything else they would like to say to contribute to the licensing study. Let the staff know where you can be reached and that you are available if they see the need.

**Additional Comments:**

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**Youth Group Home**

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Staff Interviewed:		
<u>Name</u>	<u>Position</u>	<u>Date</u>

	<i>Signature of Licensing Specialist</i>	<i>Date</i>
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